



STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES

REQUEST FOR PROPOSALS
FOR
Existing DCP&P Providers-Vehicle Replacement

Funding of \$270,198 Available

Individual grants of up to \$25,000

**Each agency may apply for more than one grant but only one grant
per program area**

**Questions are to be directed to dcfaskrfp@dcf.state.nj.us on or before
December 21, 2012. There will not be a Bidder's conference for this
RFP. Bids are due January 10, 2013 at 12:00PM Place: 101 South
Broad Street, Trenton NJ 08625**

Allison Blake, PhD., L.S.W.

Commissioner

November 30, 2012

TABLE OF CONTENTS

Section I - General Information

A. Purpose	Page 2
B. Background	Page 2
C. Services to be Funded	Page 2
D. Funding Information	Page 2
E. Applicant Eligibility Requirements	Page 3
F. RFP Schedule	Page 3
G. Administration	Page 4
H. Appeals	Page 6
I. Post Award Review	Page 6
J. Post Award Requirements	Page 6

Section II - Application Instructions

A. Review Criteria	Page 7
B. Supporting Documents	Page 8
C. Requests for Information and Clarification	Page 9

Funding Agency

State of New Jersey
Department of Children and Families
50 East State Street, 5th Floor
Trenton, New Jersey 08625-0717

Section I – General Information**A. Purpose:**

The New Jersey Department of Children and Families' (DCF), Division of Child Protection and Permanency (DCP&P) announces the availability of 11 individual grants of up to \$25,000 in State funding for the purpose of purchasing vehicles, consistent with Section 8 within the DCF Amendments Third Party Contract Language (2010), for the transportation of DCP&P involved children and families. The focus of this grant is to replace unsafe, old and/or damaged vehicles with vehicles that are safe and in good working condition, for use by contracted providers for the transportation of DCP&P clients. Vehicles purchased under this grant must be used solely to transport DCP&P clients in accordance with the terms of the program(s) for which DCF contracts with the provider.

B. Background:

The Department is charged with serving and safeguarding the most vulnerable children and families in the State and ensuring that service delivery is directed towards their safety, protection, permanency and well-being.

C. Services to be Funded:

The grantee is to purchase a vehicle(s) for the express purpose of transporting DCP&P involved clients, consistent with an existing contractual requirement that the grantee is to provide transportation for DCP&P referred clients as part of its contracted program(s).

D. Funding Information:

For the purpose of this initiative, the Department will make available \$270,198 in State funding available in January 2013. It is anticipated that the existing contracts will be modified. Each grant shall be up to \$25,000 per program and will DCF will allow funding for up to 11 grants. Applicants can request funding for more than one program. This is one time funding. All funding is to be expended on or before June 30, 2013.

Awards are expected to be made on or before January 31, 2013. Matching funds are not required. Proposals that demonstrate the leveraging of other financial resources will receive additional consideration in the proposal review process. Funds awarded under this program may not be used to supplant or duplicate existing funding or to repair existing vehicles. Any expenses incurred prior to the effective date of the contract modification will not be reimbursed by DCF.

E. Applicant Eligibility Requirements:

1. Applicants must have a contract with DCF which requires that the applicant must transport DCP&P involved clients as part of its program services.
2. Applicants must be in good standing with DCF and must be in compliance with the terms and conditions of their contract
3. Applicants must be in good standing with all State and Federal agencies with which they have an existing grant or contractual relationship.
4. Applicants may not be suspended, terminated or barred for deficiencies in performance of any award, and if applicable, all past issues must be resolved as demonstrated by written documentation.
5. Any fiscally viable entity that meets the eligibility requirements, terms and conditions of the RFP, and the contracting rules and regulations set forth in the DCF Contract Policy and Information Manual (N.J.A.C. 10:3) may submit an application.

G. RFP Schedule:

November 30, 2012	Notice of Availability of Funds/RFP publication
December 21, 2012	Question/Answer Period Ends
January 10, 2013	Deadline for Receipt of Proposals by 12:00PM

Proposals received after 12:00 PM on January 10, 2013 will **not** be considered. Applicants should submit **one (1) signed original** and **one CD ROM**, including a signed cover letter of transmittal as indicated below.

Proposals must be delivered either:

1) In person to:

Catherine Schafer, Director of Grants Management, Auditing and Records

Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Please allow time for the elevator and access through the security guard. Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

2) Commercial Carrier (hand delivery, federal express or UPS) to:

Catherine Schafer, Director of Grants Management, Auditing and Records
Department of Children and Families
101 South Broad Street, 7th Floor
Trenton, New Jersey 08625

Applicants submitting proposals in person or by commercial carrier should submit **one (1) signed original** and **one CD ROM** with all documents including a signed cover letter of transmittal.

3) Online- <https://ftpw.dhs.state.nj.us>

DCF offers the alternative for our bidders to submit proposals electronically to the web address above. Online training is available at the bidder's conference and on our website at: www.nj.gov/dcf/providers/notices/

We recommend that you do not wait until the date of delivery in case there are technical difficulties during your submission. Only a registered Authorized Organization Representative (AOR) or the designated alternate is eligible to send in a submission. Registration forms are available on our website. Registered AOR forms must be received 5 business days prior to the date the bid is due. You need to register only if you are submitting a proposal online.

H. Administration:

1. Screening for Eligibility, Conformity and Completeness

DCF will screen proposals for eligibility and conformity with the specifications set forth in this RFP. A preliminary review will be conducted to determine whether the application is eligible for evaluation or immediate rejection.

The following criteria will be considered, where applicable, as part of the preliminary screening process:

- a. The application was received prior to the stated deadline
- b. The application is signed and authorized by the applicant's Chief Executive Officer or equivalent
- c. The applicant attended the Bidders Conference (if required)
- d. The application is complete in its entirety, including all required attachments and appendices
- e. The application conforms to the specifications set forth in the RFP

Upon completion of the initial screening, proposals meeting the requirements of the RFP will be distributed to the Proposal Evaluation Committee for its review and recommendations. Failure to meet the criteria outlined above, or the submission of incomplete or non-responsive applications constitutes grounds for immediate rejection of the proposal if such absence affects the ability of the committee to fairly judge the application.

In order for a bid to be considered for award, at least one representative of the Bidder must have been present at the Bidders Conference commencing at the time and in the place specified below. Failure to attend the Bidders Conference will result in automatic bid rejection.

2. Proposal Review Process

DCF will convene a Proposal Evaluation Committee in accordance with existing regulation and policy. The Committee will review each application in accordance with the established criteria outlined in Section II of this document. All reviewers, voting and advisory, will complete a conflict of interest form. Those individuals with conflicts or the appearance of a conflict will be disqualified from participation in the review process. The voting members of the Proposal Evaluation Committee will review proposals, deliberate as a group, and then independently score applications to determine the final funding decisions.

The Department reserves the right to request that applicants present their proposal in person for final scoring. In the event of a tie in the scoring by the Committee, the bidders that are the subject of the tie will provide a presentation of their proposal to the evaluation committee. The evaluation committee will request specific information and/or specific questions to be answered during a presentation by the provider and a brief time-constrained presentation. The presentation will be scored out of 50 possible points, based on the following criteria and the highest score will be recommended for approval as the winning bidder.

Requested information was covered-	10 Points
Approach to the contract and program design was thoroughly and clearly explained and was consistent with the RFP requirements-	20 Points
Background of organization and staffing explained-	10 Points
Speakers were knowledgeable about topic-	5 Points
Speakers responded well to questions -	5 Points

The Department also reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so. The Department's best interests in this context include, but are not limited to: State loss of funding for the contract; the inability of the applicant to provide adequate services; the applicant's lack of good standing with the Department, and any indication, including solely an allegation, of misrepresentation of information and/or non-compliance with any State of New Jersey contracts, policies and procedures, or State and/or Federal laws and regulations. All applicants will be notified in writing of the Department's intent to award a contract.

I. Appeals:

An appeal of the selection process will be heard only if it is alleged that the Department has violated a statutory or regulatory provision in awarding the grant. An appeal will not be heard based upon a challenge to the evaluation of a proposal. Applicants may appeal by submitting a written request to:

Office of Legal Affairs
Contract Appeals
50 East State Street 4th Floor
Trenton NJ 08625

The appeal must be submitted no later than five (5) calendar days following receipt of the notification or by the deadline posted in this announcement.

J. Post Award Review:

As a courtesy, DCF may offer unsuccessful applicants an opportunity to review the Evaluation Committee's rating of their individual proposals. All Post Award Reviews will be conducted by appointment.

Applicants may request a Post Award Review by contacting:
DCFASKRFP@dcf.state.nj.us

Post Award Reviews will not be conducted after December 31, 2013.

Section II – Application Instructions

A. Proposal Requirements and Review Criteria:

The narrative portion of the proposal should be double-spaced with margins of 1 inch on the top and bottom and 1½ inches on the left and right. The font may be no smaller than 12 points. There is a 10 page limitation for the narrative portion of the grant application. A one point reduction will be administered to proposals exceeding the total number of pages. The narrative must be organized appropriately and address the key concepts outlined in the RFP. Items included in attachments do not count towards the narrative page limit. Five (5) points will be deducted for each missing document. If the deductions total more than 20 points the proposal shall be rejected as non-responsive.

All applications will be evaluated and scored in accordance with the following criteria:

Program Narrative

40 Points

The Program narrative should describe your program including but not limited to the following:

- Whether there have been any unspent funds in the prior fiscal year;
- Whether your agency met or exceeded the performance objectives for the agency in the prior fiscal year;
- The number of unduplicated clients and/or families served by your agency;
- Identify the DCP&P contract number and program(s) for which the replacement vehicle is to be assigned to;
- Identify proposed use for replacement vehicle
- Identify the existing vehicle which the replacement vehicle will take the place of;
- Provide the age and miles of the vehicles to be replaced.

Needs Justification

40 Points

- Explain which criteria, as follows, are the basis for requesting funds for a replacement vehicle:

- i. odometer reading exceeds 125,000; and/or
- ii. vehicle age is 10 years or older; and/or
- iii. repair costs to maintain operational capacity of vehicle would exceed fifty (50) per cent of current trade-in Blue Book value of vehicle; and/or
- iv. repair costs have exceeded fifty (50) percent of the current trade-in Blue Book value over the course of the past year; and/or
- v. vehicle was involved in an accident and deemed “totaled” by the insurance carrier and/or
- vi. vehicle is no longer road worthy and unsafe to drive;
- Explain why the replacement of the vehicle is required to fulfill contractual obligations;
- Describe how you will ensure that no one Provider Agency employee will be permanently assigned the vehicle;
- Provide evidence that the Provider Agency has sufficient funds to cover the vehicle’s operating costs for the anticipated useful life of the vehicle;

Budget

15 Points

No formal budget shall be required. The agency is required to provide three (3) written bids for the same year, make, model, and option package of the vehicle to be purchased. If the request is approved, the Provider Agency shall be required to purchase the vehicle from the lowest-priced vendor consistent with (8)(i)(d).

Leveraging of Additional Funds

5 Points

Identify the total amount and source of any additional financial resources that will be committed to the proposed project as a leveraging mechanism.

B. Supporting Documents:

Applicants must submit a complete proposal signed and dated by the Chief Executive Officer or equivalent if an on line submission. If a hard copy of the proposals is delivered, the applicant must include a CD ROM containing all the documents in PDF or Word format. Failure to submit any of the required documents requested in this RFP will result in a loss of five (5) points per item from the total points awarded for the proposal.

The proposals and all supporting documents submitted in response to this RFP must be organized in the following manner:

Part I: Proposal

1. Proposal Cover Sheet*
2. Proposal Narrative (in following order and no more than 10 pages)
 - a. Program Narrative
 - b. Needs Justification
 - c. Budget
 - d. Leveraging

Part II: Appendices

1. Copies of three Bids for the vehicle(s) to be purchased.

C. Requests for Information and Clarification

There will not be a bidder's conference for this RFP.

Question and Answer:

DCF will provide eligible applicants additional and/or clarifying information about this initiative and application procedures through a time-limited electronic Question and Answer Period. Answers will be posted on the website at: <http://www.state.nj.us/dcf/providers/notices/>

Questions must be submitted in writing via email to: DCFASKRFP@dcf.state.nj.us.

All inquiries submitted to this email address must identify, in the Subject heading, the specific RFP for which the question/clarification is being sought.

Written questions must be directly tied to the RFP. Questions should be asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

All other types of inquiries will not be accepted. **Applicants may not contact the Department directly, in person, or by telephone, concerning this RFP.** Inquiries should only be addressed for technical support through DCFASKRFP@dcf.state.nj.us. Inquiries will not be accepted after the closing date of the Question and Answer Period. Written inquiries will be answered and posted on the DCF website as a written addendum to the RFP.